



Caltrans District 4 Pedestrian Advisory Committee OPERATIONAL PROCEDURES

Committee Meeting Location and Schedule:

Committee meetings will be held during District 4 business hours on at least a quarterly basis at the District 4 building at 111 Grand Avenue in Oakland.

Committee Member Responsibilities:

The Committee will elect from among its members a Chair and Vice Chair to serve on an annual basis. The Chair will facilitate the meetings using a simplified approach to Robert's Rules of Order. In the event of the Chair's absence from a meeting, the Vice Chair will facilitate.

Meetings are open to the public and anyone may attend. The opportunity for public comment will be available on any item on the agenda; a public comment period will be afforded as well for items not on the agenda within the Committee's scope. To stay on schedule, the Chair may impose reasonable time limits on speakers during meetings.

The Committee's Caltrans staff liaison will be drawn from the Division of Transportation Planning and Local Assistance. The staff liaison will reserve the room for Committee meetings, attend such meetings, and take meeting notes or assign Caltrans staff for that purpose. The staff liaison will also provide the Committee with information on District activities related to the Committee objectives and responsibilities as described in the Committee Charter.

The Chair will develop and send the agenda for the upcoming meeting by electronic mail to the staff liaison at least two weeks in advance of the upcoming meeting. Supporting materials that consist of Caltrans documents and reports will be collected by the staff liaison, while supporting materials derived from sources outside Caltrans will be collected by the Chair and Vice Chair, who will send these by electronic mail to the staff liaison at least two weeks prior to the upcoming meeting. The staff liaison will distribute the draft agenda, supporting materials and meeting notes by electronic mail to the members at least one week before the meeting. If a member lacks access to electronic mail, a paper transmittal will be mailed to that person. The agenda will be finalized and posted by the staff liaison on the District 4 Pedestrian Advisory Committee website at least 72 hours prior to the upcoming meeting.

The Chair and Vice Chair may form subcommittees. Committee assignments will be divided among committee members.